



# Madison Area Chamber of Commerce Conference Room Rental Agreement

Chamber Hours of Operation | 9:00AM - 4:00PM | Monday - Friday

Requested Event Date: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_

*\*Be sure to include set - up and tear down time*

Type of Event: \_\_\_\_\_

Company: \_\_\_\_\_ Coordinator: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

Madison Area Chamber of Commerce Member? ☐ Yes ☐ No

Room Rental for Chamber Members: FREE!

Room Rental Rate for Non-Chamber Members:

- \$50 per hour
- Day Rate \$250 | \$200 for Nonprofits

Room Rental Includes:

- 21.5' by 30' room
- 9, six foot tables
- 30 padded folding chairs
- Flat screen LCD Television display with PC hook up (No audio hook up)
- Wireless internet access
- 2 Easles
- 1 prep table for food
- Ability to hang banner and/or balloons in courtyard





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**The Event Coordinator agrees to the following:**

- If the event is scheduled for or extends beyond normal business hours, the building key must be picked up prior to the event.
- Smoking is prohibited on the premises.
- No tape, nails, or adhesives of any kind are to be used on the walls.
- Snack items, box lunches, and food from local catering services are permitted. However, kitchen access is not available in our building.
- All supplies and instructions are located in the Conference Room closet. Please return all borrowed items to their designated locations.
- The organization or person(s) renting the conference room will be financially responsible for any stains or damage to Chamber property incurred during the event. An invoice for damages will be issued.
- The coordinator named below is solely responsible for the cleanup process.
- The room and all equipment used, including tables and chairs, must be returned to their original arrangement. All trash must be removed at the conclusion of the event.
- All rental equipment and decor brought in by the coordinator must be removed at the conclusion of the event.
- Before leaving, please ensure all lights are turned off. All external doors should be locked. Place the key in its bag and return it through the small mail slot. The front gate should be closed.
- All fees (for non-Chamber members) must be paid in advance of the event.

**\*The renting party or a designated company representative is required to be present for the entirety of the event.\***

**I have read and agree to the terms of use as outlined by the Madison Area Chamber of Commerce Conference Room Rental Agreement:**

\_\_\_\_\_  
Event Coordinator (Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chamber Representative

